

AIR POLLUTION EMERGENCY EPISODE PLAN

- AUTHORITY:** Board Resolution 75-1719; South Coast Air Quality Management District Rule 701
- RESCINDS:** Procedure Manual Item 1-4-004, dated 03/06/14 (Recertified)
- FORMS:** Written Record of Actions Taken During Stage II or Stage III Air Pollution Emergency Episodes (F057-9212)
- PURPOSE:** To establish a plan to be enacted in the event of an occurrence or prediction of a first, second, or third stage air pollution emergency episode.

I. GENERAL INFORMATION

- A. The Air Pollution Emergency Episode Plan provides the basis for taking action to prevent air pollution concentrations from reaching levels that could endanger or cause significant harm to the public health, or to abate such concentrations should they occur.
- B. The Probation Department Safety and Training Officer is the Emergency Episode Coordinator/Plan Coordinator and is responsible for the maintenance and coordination of the plan.
- C. All Division Directors and/or their representatives are expected to assist the Plan Coordinator in the fulfillment of his/her duties.

II. PROCEDURE

- A. Upon notification of a first (least harmful), second, or third (most harmful) stage air pollution emergency episode, Probation staff shall take the following abatement actions through the duration of said episode.
 - 1. Stage I
 - a. Usage of private or County vehicles is to be curtailed. (While restricting the length of trips is an effective abatement tactic, reducing the number of trips taken has become an increasingly important factor.) In determining the extent of curtailment, staff should use discretion to ensure that the public's safety would not be jeopardized (e.g., trips that are clearly community protection measures are permissible).
 - b. Place signs within facilities indicating there is a Stage I condition.
 - c. Travel via carpools, public transportation, or non-motorized conveyance is encouraged.

- d. Business is to be conducted by phone as far as practical.
- e. All children discontinue all vigorous outdoor activities regardless of duration.
- f. Outdoor physical education classes, sports practices, and athletic competitions should be rescheduled if practicable.
- g. Review actions to be taken for a Stage II alert.

2. Stage II

Those County facilities within a declared Stage II episode area will:

- a. Continue the actions outlined for a Stage I episode.
- b. Reduce fleet vehicle miles traveled by at least 20% of normal week day operations.
- c. Place signs within the facilities indicating there is a Stage II condition and requesting ridesharing and telecommuting.
- d. Cancel non-emergency appointments with other governmental employees requiring the use of transportation.
- e. Division Directors of sites with 100 or more employees per shift shall fill out Written Record of Actions Taken During Stage II, Stage III Smog Alerts as instructed, and shall retain these records for 365 days as required by Section 708.4 of Regulation VII, AQMD.
- f. All children discontinue all outdoor activities.
- g. Review actions to be taken for Stage III alert.

3. Stage III

Those County facilities within a declared Stage III area will:

- a. Close all facilities to the public.
- b. Stop testing all equipment and generators.
- c. Instruct all personnel to stay home with the exception of those employees required to maintain critical services and request ridesharing and telecommuting.
- d. Place a sign at the entrance of the facility indicating there is a Stage III condition and the office is closed to the public.
- e. All scheduled appointments during the affected period are to be cancelled.

- f. Division Directors of sites with 100 or more employees per shift shall fill out Written Record of Actions Taken During Stage II, Stage III Smog Alerts as instructed, and shall retain these records for 365 days as required by Section 708.4 of Regulation VII, AQMD.
 - g. Reduce fleet vehicle miles traveled by at least 20% of normal week day operations.
 - h. All children discontinue all outdoor activities.
- B. Notification of an air pollution emergency episode will be provided as far in advance as possible to permit staff to plan accordingly. However, staff should be prepared to implement alternate travel arrangements and changes in work schedules on a last minutes basis.
- C. Notice of an emergency episode will generally be provided by the South Coast Air Quality Management District to the County Administrative Office, who will notify the Probation Department's Plan Coordinator, via email. It will then be incumbent upon the Plan Coordinator to immediately advise the Chief, the Chief Deputies, all appropriate Division Directors or their designees, and Probation Dispatch of the emergency. Emergency episode actions shall be implemented by at least just after midnight or upon commencement or normal business hours on the day for which an episode is predicted.
- D. The roles of the Plan Coordinator and Division Directors or designees for their respective work locations will be to:
 - 1. Apprise staff via the chain-of-command of an air pollution emergency episode and its anticipated duration.
 - 2. Post signs at all building entrances/exits indicating an episode alert (Note: the Plan Coordinator will assume this responsibility for the North County Field Services Office). Surplus signs are maintained by the Coordinator.
 - 3. Name the critical-operations staff in the event of a Stage III alert, and advise all personnel with the exception of the specified critical-operations staff to remain at home until notified.
 - 4. Apprise all collateral agencies (e.g., Sheriff, courts, police departments, etc.) of any curtailment of probation services that may result from an emergency episode alert.
- E. It is essential that the implementation of the Air Pollution Emergency Episode Plan be a coordinated endeavor. In that regard employees are urged not to take independent abatement action in case of an alert until instructed to do so through formal departmental channels. If advance notification of an alert is received, staff should communicate same through the chain-of-command.

REFERENCE:

Procedure: 1-5-101 Vehicle Usage by Probation Employees

Attachment

M. Redwood

APPROVED BY:

**WRITTEN RECORD OF ACTIONS TAKEN DURING STAGE II/STAGE III
AIR POLLUTION EMERGENCY EPISODES**

NOTE: This report must be completed by managers of sites with 100 or more employees per shift following Stage II or Stage III Air Pollution Emergency Episodes.

1. _____
Day and time alert was received

2. _____
Time and action for notifying employees.

3. _____
Estimated vehicle miles traveled (VMT) reduction.

4. _____

Comment on overall effectiveness of the plan.

5. _____

Recommended actions to improve effectiveness (if necessary).

Items 1 and 2 must be completed the day of the alert. Items 3, 4 and 5 must be completed within five working days of the event.

These reports will be retained for at least 365 days from the day of the event.